

## **AIDS Committee of Ottawa Board of Directors Meeting Minutes: Wednesday, January 16, 2019**

### **Present:**

Khaled Salam, Bello Mansour, Jason Brophy, Jeff Potts, Vaughn Bauman, Ahmed Habré, Edward Barbezat, Dare Abdullahi, Solange Kasongo, Agness Nalwamba

**Regrets (r) / Absent (a):** Brigitte Charbonneau (r), Ali Sougou (r), Patrick Newton Bondo (a)

Bello called the meeting to order at 6:05 PM; **Quorum was met.**

### **1. Approval of agenda**

MOVED by Agness and SECONDED by Edward that the agenda be approved, with the following amendment:

- Add Executive Director's performance evaluation at item 6(b), Other Business.

**Motion CARRIES.**

### **2. Approval of Board meeting minutes, December 12, 2018**

MOVED by Edward and SECONDED by Solange that the minutes of December 12, 2018 be approved, with the following amendments:

- Correct spelling mistakes at second bullet of Item # 2: should read **Teresa** Group.
- Second bullet at Item # 5 should read: "ACO submitted a letter of intent to the Public Health Agency of Canada (PHAC) under their **Promoting Health Equity: Mental Health of Black Canadians Fund Implementation Stream** to support the ongoing work of the ACB Health Zone. ACO is seeking \$75, 800 annually for a total of 4 years. If the letter of intent is accepted, ACO will be invited to submit a full funding proposal as the next step. We except to hear back from PHAC in February 2019."

**Motion CARRIES.**

### **3. Committee Reporting**

#### **a. Executive Committee**

(see report from the Executive Director)

#### **b. Finance Committee**

Jason circulated the financial report as at November 30, 2018 and provided an overview. A discrepancy was noted when reviewing the November statement alongside the financial report to October 31, 2018. Khaled will bring this to the accountant's attention and an explanation will be provided.

#### **Current members of the Finance Committee are:**

Jason Brophy (Chair)  
Agness Nalwamba  
Ali Sougou  
Patrick Newton Bondo  
Solange Kasongo  
Bello Mansour and Khaled Salam (ex-officio)

**c. Nominations Committee**

Brigitte indicated that there is nothing new to report at this time.

**Current members of the Nominations Committee are:**

Brigitte Charbonneau (Chair)  
Ahmed Habré  
Edward Barbezat  
Kevin Hatt  
Laura Hoover-Jean  
Vaughn Bauman  
Bello Mansour and Khaled Salam (ex-officio)

**d. Policy Committee**

Jeff indicated that there is nothing new to report at this time. He will reach out to Policy Committee members in the coming weeks to schedule a February meeting.

**Current members of the Policy Committee are:**

Jeff Potts (Chair)  
Agness Nalwamba  
Ali Sougou  
Dare Abdullahi  
Brigitte Charbonneau  
Edward Barbezat  
Laura Hoover-Jean  
Solange Kasongo  
Vaughn Bauman  
Bello Mansour and Khaled Salam (ex-officio)

**4. Executive Director's Report**

Khaled's report highlighted the following:

- The ACO's holiday programs in December were successful. The office was closed for ten days during which staff members were encouraged to rest and celebrate the incredible successes realized for the ACO over the calendar year.
- Heavy focus for Khaled (and for Ray) over the last several weeks has been in preparations for the Ministry's audit.
  - The onsite audit team (3 auditors) arrived at ACO's offices on January 14<sup>th</sup>.
  - Khaled, Ray, and the Executive Committee (though Jeff was unable to participate) convened an 'opening meeting' with the audit team (and two others by telephone) to discuss the process and to note any specific concerns or observations already indicated (if any). The meeting was very cordial, and it served to clarify next steps and expectations.
  - Khaled and Ray met with the audit team for an additional two hours during which more specific process-oriented observations and questions were discussed. The audit team expressed interest in further examination of the ACO's hiring process, procurement policy, and directives with respect to the use of ACO credit cards.
  - This is Phase 1 of the audit process, focused on the ACO's finances and its hiring practices. Phase 2 will focus on governance and will likely commence in February.
  - The audit team will wrap up this site visit by noon on January 17<sup>th</sup>; subsequent onsite visits will be scheduled as required. The audit will be complete in March. Khaled will keep the Board informed.
- Khaled is working on the annual City of Ottawa funding proposal which is due on January 31<sup>st</sup>. The ACO will be applying for approximately \$90,000 and the proposal will be submitted by the deadline.
  - It was noted that the last communication between the ACO and the City was some time ago. Board members agreed that it is important to keep lines of communications with funding agencies open; Khaled will reach out.

- Khaled noted that costs associated with Ray’s work on the Ministry’s audit are significant and were not included in the ACO’s budget. Jason will reach out to the funding representative(s) to explore options for financial recovery of these additional expenses and he will propose a general update meeting between the Ministry and the ACO in the near future.

## 5. Other Business

### a. Board Matrix

Jeff circulated the “Matrix” report and highlighted “the big picture” data/findings (reproduced below).

# of Board Members	Age	Gender	Race/Ethnicity	Sexual orientation
12	35-44 years (36%)	Male (73%)	African Black (55%)	Heterosexual (64%)
Languages (fluency)	English (36%)	French (27%)	Bilingual (64%)	Other languages spoken: <ul style="list-style-type: none"> <li>• Arabic</li> <li>• Bemba</li> <li>• German</li> <li>• Gourane/Toubou</li> <li>• Hunde</li> <li>• Portuguese</li> <li>• Yoruba</li> </ul>
Residence	Urban Ottawa (73%)	Renting (64%)	Annual Income	\$15,000-\$49,999 (27%)
Education	Graduate degree (27%)	Some college/university (27%)	Employment	Employed full-time (36%) Unemployed but looking (36%)
HIV Status	HIV-positive (64%)	Mean # of years since infection: 16	Earliest infection:	29 years ago
			Latest infection:	Within the past 2 years
Physical disability and/or physical limitations:			Yes:	27%
			No:	73%
Experience				
Strengths (with >35% of Board members reporting experience)		Potential Gaps/opportunities (with ≤10% of Board members reporting experience)		
<ul style="list-style-type: none"> <li>• Community and/or social services: (55%)</li> <li>• Education and/or training: (45%)</li> <li>• Management (36%)</li> </ul>		<ul style="list-style-type: none"> <li>• Business and/or financial operations: (9%)</li> <li>• Computer/IT: (9%)</li> <li>• Journalism, media and/or social media: (9%)</li> <li>• Cleaning and/or maintenance: (9%)</li> <li>• Pastoral Care: (9%)</li> <li>• Hair Stylist: (9%)</li> <li>• <b>Construction:</b> <b>nil</b></li> <li>• <b>Farming, fishing, and/or forestry:</b> <b>nil</b></li> <li>• <b>Law and/or law enforcement:</b> <b>nil</b></li> <li>• <b>Transportation:</b> <b>nil</b></li> </ul>		

Skills			
Strengths (with >35% of Board members reporting having specific skills)		Potential Gaps/opportunities (with ≤10% of Board members reporting having specific skills)	
• Activism and/or advocacy:	(45%)		
• Not-for-profit management	(45%)		
• Peer (adult) education and/or training:	(45%)		
• Counselling:	(45%)		
• Community Development:	(36%)	• Pastoral Care:	(9%)
• Conflict resolution:	(36%)	• <b>Legal issues:</b>	<b>nil</b>
• Facilitation:	(36%)	• <b>Private sector management:</b>	<b>nil</b>
• Fundraising/fund development:	(36%)		
• Media and/or public relations:	(36%)		
• Proposal writing:	(36%)		
Experience with/in Public Health and/or Social Justice Issues			
Strengths (with >35% of Board members reporting having specific skills)		Potential Gaps/opportunities (with ≤10% of Board members reporting having specific skills)	
• HIV/AIDS:	(90%)	• Harm reduction:	(10%)
• HIV and aging:	(50%)	• Hospice and/or palliative care:	(10%)
• Citizenship and immigration:	(40%)	• Sex, sexuality and/or sexual health and identity:	(10%)
• Community development:	(40%)	• <b>Sex work:</b>	<b>nil</b>

Notably:

- More than half of the current Board members are fluently bilingual.
- More than half of the current Board members are HIV-positive.
- Board members' experience and skills demonstrate certain strength in community and/or social services work, activism and/or advocacy, and in HIV/AIDS as a public health and social justice imperative.
- Potential gaps in experience/skills are indicated, specifically as related to legal expertise, harm reduction, and issues related to sex work. These gaps should be noted by the Nominations Committee in terms of recruitment strategies.

Board members agreed that the Matrix report will serve well as an ongoing Board development and planning tool. And, it was agreed that the report should be shared with the ACO's staff and with members (at the next annual meeting) to demonstrate the Board's diversity and its strengths.

#### b. Executive Director's annual performance review

Jason reported that he has completed some preliminary (exploratory) work that will help the ACO Board of Directors to establish an evaluation process. He will send an email with some specific considerations by the end of this week. He asks Board members to provide whatever feedback they can, and he suggested that a small group convene to finalize the process (by/for the February meeting of the Board).

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#### Next meeting(s):

- **Executive Committee**  
Wednesday, February 13, 2019 at 5:00 PM.
- **ACO Board of Directors:**  
Wednesday, February 20, 2019 (5:00 to 6:00 PM – dinner; 6:00 to 8:00 PM – Board meeting).

**MOVED to adjourn (Jason) at 6:55 PM.**